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Spring 2015

## Job Accommodation Network



The Job Accommodation Network (JAN) is a free consulting service funded by the U.S. Department of Labor's Office of Disability Employment Policy that helps develop effective accommodations for individuals with disabilities. JAN specifically provides in depth information on accommodations, practical tools and techniques that help individuals with disabilities obtain and maintain jobs, as well as information on the Americans with Disabilities Act (ADA) and related laws that protect individuals against discrimination and inequality in the workplace and educational settings.

### How Can JAN help Job Corps Staff?

JAN has a long-standing relationship with Job Corps and is familiar with identifying both classroom and career technical accommodations to support students with a variety of disabilities throughout all areas on center. JAN can best help Job Corps staff when complete applicant/student information is presented.

Attend the upcoming *Job Accommodation Network and Job Corps: A Partnership for Employment Webinar* on June 17 at 4 PM EST or June 18 at 11 AM EST

When calling, please:

- ▶ have educational, psychological, and medical information about the applicant, which may be contained in an IEP or other school records;
- ▶ know the requirements of the career technical program(s) (first choice and alternates) that the applicant is interested in; and
- ▶ know the applicant's functional limitations.

JAN staff have suggested many effective accommodations to Job Corps staff including:

- ▶ Students experiencing difficulty concentrating:
  - Providing access to a white noise machine
  - Increasing natural lighting
  - Providing auditory and visual directions

# Job Accommodation Network (cont'd)

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- Students experiencing fatigue:
  - Developing a modified schedule
  - Eliminating unnecessary environmental stressors such as uncomfortable temperatures, clutter, and lighting
  - Providing a goal-oriented workload
- Students experiencing memory difficulty:
  - Providing a peer mentor
  - Using of auditory or written cues
  - Using a color coded scheme to prioritize tasks

## Tools for Accommodations – Searchable Online Accommodation Resource and JAN on Demand



Developing effective accommodations for applicants and students with a variety of disabilities and functional limitations can be challenging for even the most experienced Disability Coordinator (DC). Fortunately, JAN offers hands-on tools to assist DCs in developing accommodations plans. JAN specifically offers two useful tools: the Searchable Online Accommodation Resource (SOAR) and JAN on Demand.

SOAR is designed to let users explore various accommodation options for individuals with disabilities in work and educational settings. SOAR allows users to search accommodations based on an individual's specific disability and/or functional limitation through its A-Z list of disabilities database that includes cognitive, learning, physical, medical, sensory, and mental health disabilities.

JAN on Demand is a system designed to provide individuals with free access to consultants by phone and email to answer specific questions about accommodations and provide reasonable accommodation support. JAN consultants have extensive training and experience in recommending accommodations for motor/physical impairments, sensory impairments, and cognitive/neurological impairments. JAN provides individualized guidance not only on reasonable accommodations, but also on the ADA and related legislation as well as self-employment and entrepreneurship options for people with disabilities.

### Contacting JAN

**Phone:** (800) 526-7234 Voice or (877) 781-9403 TTY

**Web:** [askjan.org](http://askjan.org)

**Email:** [jan@askjan.org](mailto:jan@askjan.org)

**SOAR:** <http://askjan.org/soar/>

**JAN on Demand:** <http://askjan.org/JANonDemand.htm>

# Centers Celebrate Autism Awareness Month!

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## Penobscot Job Corps Center

Penobscot Job Corps Center celebrated Autism Awareness Month by handing out hand painted puzzle pins created by students. The students later had a chance to participate in a scavenger hunt. The students were given sheets of paper with questions relating to Autism Spectrum Disorder (ASD). The answers were found on posters displayed throughout center. Students with the correct answers won Wal-Mart gift cards.



ASD awareness cookies for bake sale

Center staff invited speaker Deborah Rooks-Ellis, from the University of Maine to speak to staff and students about ASD. Additionally, the center held three fundraising activities to raise money for the Autism Walk. The activities included staff dress down day, students collecting donations during payday, and a bake sale. The center raised over \$300 for the Autism Walk and 48 students and 5 staff members participated the walk in Bangor on April 26<sup>th</sup>!



Penobscot's Culinary Instructor, Mr. Wheeler, baked puzzle piece cookies to raise ASD awareness

## Ramey Job Corps Center



Students wear blue for Autism awareness month at Ramey!

Ramey Job Corps Center celebrated Autism Awareness Month with a variety of activities to engage students and staff and raise ASD awareness throughout the center. The center's disability newsletter provided relevant and meaningful information on ASD including tips for working and interacting with individuals with ASD and detailed information on disabilities within the Autism Spectrum, including Asperger's syndrome, Rett's syndrome, childhood disintegrative disorder, and pervasive developmental disorder. Michelle Rivera, an expert in the area of ASD, came to the center to discuss disability sensitivity and etiquette related to individuals with ASD to the center's staff and students.

Posters about ASD were displayed throughout the center.



Students at Ramey raise ASD awareness and show off their puzzle pieces!

# Disability Program Staff Training

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## Reminder! Disability Program Staff Training Requirements

- PRH Change Notice 14-24 was released on July 18, 2014
- Disability Program staff training changes were implemented to ensure all new staff receive consistent information about Job Corps' obligations to serve students with disabilities and that this information is reinforced on a consistent basis
- Reasonable accommodation training for new staff is required within the first 90 days of employment and yearly thereafter  

To meet this requirement, staff must complete the *Supporting Students with Disabilities in the Job Corps Program* training available in the Staff Instructional Management Online Network (SIMON), located in CITRIX
- The requirement to provide yearly training on the Disability Program or a disability-related topic was unchanged
- Documentation (e.g., sign in sheets or certificates) for all required Disability Program staff training, should be available from the Human Resources Manager during the Regional Office Center Assessment (ROCA)



## Disability Program Staff Training Tips and Resources

- The Job Corps Disability Web site offers a wide variety of resources for staff and student training. Webinars and PowerPoint presentations from workshops, and other Job Corps-related training events are available to use for staff training. To access the trainings visit the Trainings/Webinars page @ <https://supportservices.jobcorps.gov/disability/Pages/TrainingMaterials.aspx>.
- Provide accommodation suggestions related to a specific functional limitation (e.g., concentration) or that may be useful in a particular trade (e.g., welding).
- Involve other areas and departments on center. For example, ask your Center Mental Health Consultant to present on mental health disabilities or your Academic Manager to present on accommodations for learning disabilities.
- Invite an outside speaker who is a community resource or partner (e.g., Autism Speaks local chapter, Department of Vocational Rehabilitation, etc.)
- Provide more than one training on the Disability Program or a disability-related topic. Providing additional training is a best practice and has potential to be listed as a positive on your ROCA!
- Use Disability Program staff training as an opportunity to be an advocate for individuals with disabilities and the leader of your center's Disability Program.
- Have fun and show off your area of expertise!





# National Disability Employment Awareness Month Theme Announced!

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The U.S. Department of Labor’s Office of Disability Employment Policy announced its official theme for National Disability Employment Month (NDEAM): “My Disability is One Part of Who I Am”. The theme is intended to capture the important message that people with disabilities have many parts of them including work experience, personality, strengths, and weaknesses and *disability is just one part of a person – not the only part*. NDEAM is celebrated annually in October to raise awareness about disability employment issues and celebrate the contributions of America’s workers with disabilities.



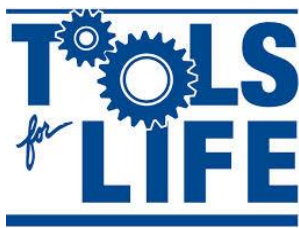
- Read the news release announcing NDEAM:  
<http://www.dol.gov/opa/media/press/odep/ODEP20150853.htm>
- Learn how your center can participate in NDEAM:  
<http://www.dol.gov/odep/topics/ndeam/employers.htm>

## Spotlight on Assistive Technology: Resources for Mental Health Disabilities

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As mental health awareness and support for mental health disabilities becomes more prevalent, the need for resources has also increased. There are many exciting assistive technology (AT) resources, including apps to support students with mental health disabilities.

### The Georgia State AT Program



Georgia’s State AT Act Program, *Tools for Life*, has created an AT AppFinder. This searchable database helps users find appropriate apps for living, learning, working, and other needs and life activities. Users can search for apps by disability category or sub-category. Additionally, Tools for Life provides links to how-to videos and additional helpful resources through the “Helpful Links” section. Tools for Life also provides links to other databases that may be useful.

### Post-Traumatic Stress Disorder (PTSD) Coach App

The PTSD Coach app was designed by the U.S. Department of Veterans Affairs for veterans and military service members who have, or may have PTSD. The app is helpful for any individual suffering from the symptoms of PTSD. The app provides users with education about PTSD, information about professional care, opportunities to find support, and tools that can help users manage the stresses of daily life.



# Spotlight on Assistive Technology: Resources for Mental Health Disabilities (cont'd)

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## **Stop, Breathe, & Think App**

The Stop, Breathe, & Think app offers the basics of applying mindfulness to real-life situations and for managing stress. The app can be used as a resource for students when they need a break to self-regulate or to calm down from stressful situations or strong emotions. The app also has an emotional check-in feature and practical suggestions based on the individual's response. The app is age appropriate and can be used as a practical resource for students with mental health disabilities during and after Job Corps.



## **Any.DO Reminder App**

The Any.DO app captures everyday tasks, organizes projects, creates check lists, and sends reminders. It can be especially effective for students who may have a functional limitation in memory, concentration, and/or organization due to a mental health disability. Additionally, it can be transferred to the workplace and help to promote independence and employability.



# Disability Resources

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## **Best Buddies Jobs – Employment Program for Individuals with Intellectual and Developmental Disabilities**

Best Buddies Jobs is a supported employment program that secures competitive paying jobs for people with intellectual and developmental disabilities. The program develops partnerships with employers, assists with the hiring process, and provides ongoing support to the employee and the employer. More information can be found at [www.bestbuddies.org/our-programs](http://www.bestbuddies.org/our-programs).

## **Think College – College Options for Individuals with Intellectual Disabilities**



Think College is a national organization dedicated to developing, expanding, and improving inclusive higher education options for people with intellectual disabilities. Think College offers training and technical assistance through on-line learning modules, webinars, and publications; serves as the National Coordinating Center for the 27 federally-funded Transition Postsecondary Education Program for Students with Intellectual Disabilities projects; and conducts and provides access to research on current and promising practices that support individuals with intellectual disabilities to gain access to and be successful in inclusive postsecondary education. More information can be found at <http://www.thinkcollege.net/>.

# Disability Resources (cont'd)

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## CIS Training Now Available in SIMON

A CIS-3G Wellness and Accommodation module training has been added to SIMON. All DCs should take this training to learn how to enter disability data and accommodation plans. To access the course select the Learning Center option in SIMON and type "CIS 3G Wellness and Accommodation" in the "Keywords" field.

Upcoming Job Corps Disability Webinars		
Webinar	Date	Time (EST)
Job Accommodation Network and Job Corps	June 17, 2015 June 18, 2015	4 PM 11 AM
Introduction to Universal Design for Learning	June 23, 2015 June 25, 2015	11 AM 4 PM
Assistive Technologies to Support Individuals with Disabilities in Job Corps and the Workplace	July 1, 2015 July 2, 2015	3 PM 3 PM

Regional Disability Coordinators by Region		
Boston, Philadelphia, and Atlanta	Dallas	Chicago and San Francisco
Kristen Philbrook 301-608-3290 ext. 602 <a href="mailto:kristen.philbrook@humanitas.com">kristen.philbrook@humanitas.com</a>	Laura Kuhn 602-403-9998 <a href="mailto:laura.kuhn@humanitas.com">laura.kuhn@humanitas.com</a>	Kimberly Knodel 301-608-3290 ext. 607 <a href="mailto:kimberly.knodel@humanitas.com">kimberly.knodel@humanitas.com</a>

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